



Regional Attendance Coordinator

Southwest Education Region

Position number	00015901
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 5
Reports to	Coordinator Regional Services (Level 7)
Direct reports	Nil

Context

Across the state, Regional Education Offices are responsible for supporting schools in the metropolitan and rural areas by promoting system initiatives, providing support and quality assurance and ensuring consistency in the implementation of policies and procedures to enhance the outcomes of schooling. Regional offices are also required to ensure that each school within their area of responsibility complies with the relevant legislation and policies.

Schools deliver education, development and learning to their student cohort and ensure all students are provided with the opportunity to achieve positive educational outcomes which make full use of their individual capabilities.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide support to staff in Regional Office in developing and implementing processes and strategies to promote and improve retention, participation and engagement through improved attendance of students across all year levels.
- Respond to enquiries from schools, community members and parents concerning attendance and exemption issues.
- Research and identify emerging trends, monitor and support schools with school attendance resources, strategies, issues and procedures.
- Collaborate with principals and other Regional staff to facilitate appropriate placement and case management of non-attending and disengaged students.
- Facilitate the development of regional-level agreements and protocols with support agencies and employer agencies to assist non-attending and alienated students.
- Prepare reports, correspondence, case notes and briefings on student attendance.
- Provide statistical data to stakeholders and assist schools with data analysis and attendance strategies.

Selection criteria

1. Demonstrated sound knowledge of current trends and issues in education relating to the student service provision for alienated and non-attending students.
2. Demonstrated high-level research, analytical and conceptual skills and an ability to plan and coordinate a variety of processes and programs.
3. Demonstrated high-level written communication skills with the ability to prepare documentation for a range of specific purposes and audiences.
4. Demonstrated highly developed verbal communication and interpersonal skills with the ability to mediate, resolve conflict and work as a collaborative team member.
5. Demonstrated skills in providing strategic leadership in the provision of support for alienated and non-attending students.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 17 November 2022
Reference D22/0788001